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PURCHASING PROCEDURES

The board of education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are to be centralized under the school business administrator, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The Board of Education directs the establishment of procedures for the purchase of budgeted goods and services that will make prudent use of district resources and yield the maximum value for the school district. The School Business Administrator/Board Secretary shall authorize all purchases that are within a budget line item and are consistent with the purpose for which the funds were appropriated.

No purchase order may be placed until the School Business Administrator/Board Secretary or designee has determined whether the proposed purchase is subject to bid, whether sufficient funds exist in the line item, and whether the goods are available elsewhere in the district.

Whenever the estimated value of a purchase or contract for goods or services other than professional services N.J.S.A. 18A:18A-5(1) and work by employees of the Board N.J.S.A. 18A:18A-5(3) is fifteen percent or more of the bid threshold established in accordance with N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-37 and is not made under a state contract, the purchasing agent shall, whenever practicable, solicit at least two quotations from independent vendors. All quotations received will be attached to and retained with a copy of the voucher used to pay the vendor.

The purchase or contract may be awarded on the basis of the lowest responsible quotation received or to the vendor who submits the quotation most advantageous to the Board on the basis of price and other factors. If it is determined that it is impractical to seek quotations for an extraordinary, unspecifiable service or that the purchase or contract for which quotations were sought should not be awarded on the basis of the lowest quotation received, the reasons for that determination will be set forth in writing and attached to the resulting purchase order or contract.

Supplies commonly used in the various schools will be standardized to the extent that it is educationally feasible to do so. Alternate suggestions will be made to a requisitioner if better service, delivery, economy, or utility can be achieved by a change in the proposed order.

When a purchase order is placed or a contract entered, the School Business Administrator/Board Secretary or designee shall commit the expenditure against a specific budget line item or project category in order to guard against the creation of liabilities in excess of appropriations.

The board of education encourages the administration to seek advantages in savings through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property.

The board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

All purchases shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel.

The board of education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

**Date:**

**First Adoption: May 17, 1989**

**Review Date: January 4, 2009**

**Revision and Adoption: February 26, 2009**

**Review Date: January 4, 2011**

**Legal References:**

<u>N.J.S.A. 10:5-1 et seq.</u> <u>See particularly:</u> <u>N.J.S.A. 10:5-31 through -35</u>	Law against Discrimination
<u>N.J.S.A. 18A:18A-1 et seq.</u> <u>N.J.S.A. 18A:19-1 et seq.</u> <u>N.J.S.A. 52:32-44</u>	Public Schools Contracts Law Expenditure of Funds; Audit and Payment of Claims Business registration for providers of goods and services (definitions)
<u>N.J.A.C. 6A:7-1.8</u> <u>N.J.A.C. 6A:23A-1.2</u> <u>N.J.A.C. 6A:23A-16.5</u> <u>N.J.A.C. 6A:23A-21.1 et seq.</u> <u>N.J.A.C. 6A:27-9.1 et seq.</u>	Equity in employment and contract practices Definitions Supplies and equipment Management of Public School Contracts Contracting for Transportation Services
<u>N.J.A.C. 6A:30-1.1 et seq.</u> <u>N.J.A.C. 6A:32-14.1</u> <u>N.J.S.A. 18A:18A-1 et seq.;</u> <u>N.J.S.A. 18A:18A-37;</u> <u>N.J.S.A. 18A:22-8</u> <u>N.J.A.C. 5:34-2.1; 5:34-2.2</u>	Evaluation of the Performance of School Districts Review of mandated programs and services
20 <u>U.S.C.A. 1681 et seq.</u>	- Title IX of the Education Amendments of 1972
42 <u>U.S.C.A. 2000e et seq.</u>	- Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972
29 <u>U.S.C.A. 794 et seq.</u>	- Section 504 of the Rehabilitation Act of 1973

**Possible**

<b>Cross References:</b>	2224	Nondiscrimination/affirmative action
	3300	Expenditures/expending authority
	3326	Payment for goods and services
	3327	Relations with vendors
	3570	District records and reports
	3571	Financial reports

**Key Words**

Purchasing Procedures, "Set Aside" Contracts, Nondiscrimination, Affirmative Action, Vendors

